

# Registering as a Pro Hac Vice Attorney

Before registering to use the electronic document management system, an out-of-state lawyer not licensed to practice law in Iowa, must first be admitted pro hac vice. *See* Iowa Ct. R. 31.14. As an out-of-state lawyer, you must complete the appropriate application for admission pro hac vice and have the Iowa attorney who is acting as your sponsor electronically file the completed application.

When the judge files the order granting your application, the clerk of court will create and send you a special pro hac vice identification number (PHV PIN) that allows you attorney-level access to your case in EDMS. You will then be able to register for an account. Once registered, you will use your PHV PIN to appear and file when admitted to subsequent cases pro hac vice.

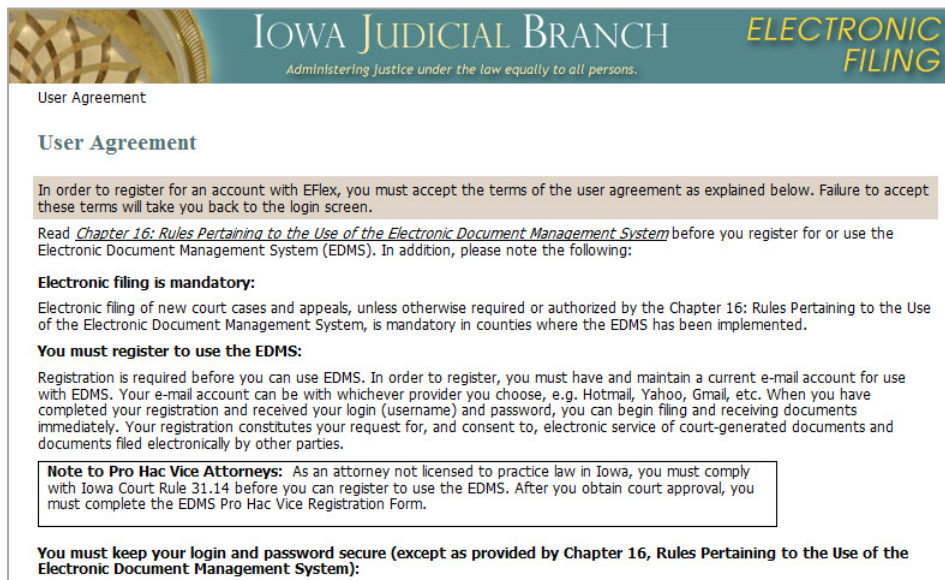
## To register for an eFile account.

1. Open a web browser (not illustrated).
2. Enter the following URL – <https://www.iowacourts.state.ia.us/Efile> or via the link provided on the Judicial Branch Homepage.
3. Click **Request Account**.



4. Read and review the **User Agreement**.
5. Read and review the **Chapter 16, Rules Pertaining to the Use of the Electronic Document Management System**.

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**User Agreement**

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

Read [Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System](#) before you register for or use the Electronic Document Management System (EDMS). In addition, please note the following:

**Electronic filing is mandatory:**

Electronic filing of new court cases and appeals, unless otherwise required or authorized by the Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System, is mandatory in counties where the EDMS has been implemented.

**You must register to use the EDMS:**

Registration is required before you can use EDMS. In order to register, you must have and maintain a current e-mail account for use with EDMS. Your e-mail account can be with whichever provider you choose, e.g. Hotmail, Yahoo, Gmail, etc. When you have completed your registration and received your login (username) and password, you can begin filing and receiving documents immediately. Your registration constitutes your request for, and consent to, electronic service of court-generated documents and documents filed electronically by other parties.

**Note to Pro Hac Vice Attorneys:** As an attorney not licensed to practice law in Iowa, you must comply with Iowa Court Rule 31.14 before you can register to use the EDMS. After you obtain court approval, you must complete the EDMS Pro Hac Vice Registration Form.

**You must keep your login and password secure (except as provided by Chapter 16, Rules Pertaining to the Use of the Electronic Document Management System):**

6. Click the **acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.



☒ I have read, understand, and agree to comply with this user agreement and the rules and procedures contained in Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System.

☐ I do not accept the terms of the user agreement

Cancel Submit

7. Click **Submit**.

8. Select **Pro Hac Vice** as the User Role.



**Select your user role:**

☐ Registered Filer

☐ Iowa Attorney

☐ Filing Agent

☐ Government Agency

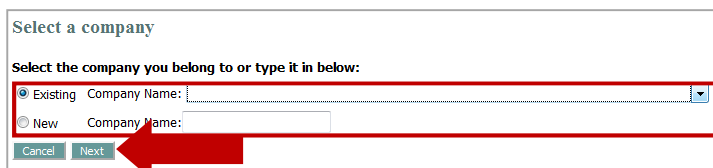
☒ Pro Hac Vice

☐ Specialized Nonparty Filer

Cancel Next

9. Click **Next**.

10. Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.



**Select a company**

Select the company you belong to or type it in below:

☒ Existing Company Name: [dropdown menu]

☐ New Company Name: [text input field]

Cancel Next

11. Click **Next**.

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12. Complete the required fields to set up a **User Account**.

**User Name** - select a unique user name. This will be what is used to log into the eFile system.

**Password** - choose a password that is at least 4 characters long

**Name** – enter your first and last name.

**ICIS ID** – enter the PHV PIN you were sent by the clerk of court.

**Email** - this address will be used to receive courtesy notifications.

**Alternate Email** – include additional addresses to receive notifications

**Address** - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.

### Request a User Account

**\*Required Fields**

Company Name: ABC LAW FIRM

User Name: \*

Your password must be at least 4 characters long.

Password: \*

Confirm Password: \*

Title:

First Name: \*

Middle Name:

Last Name: \*

Suffix Name:

ICIS ID:

Phone:  Fax:

Email: \*

1st Alternate Email:

2nd Alternate Email:

Default County:

☒ Use My Company's Address

☐ Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

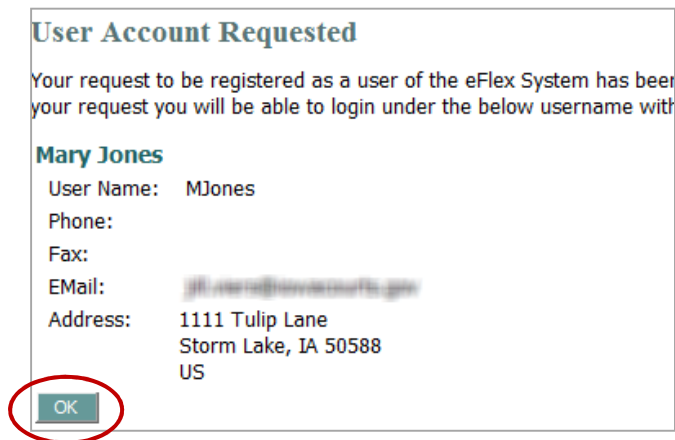
City: \*  State:

Postal Code: \*  Country:

13. Click **Submit**.

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14. A confirmation page will display for the requested user account. Click **OK**.



**User Account Requested**

Your request to be registered as a user of the eFlex System has been approved. After you confirm your request you will be able to login under the below username with the below password.

**Mary Jones**

User Name: MJones  
Phone:  
Fax:  
Email: [mjones@iowacourts.gov](mailto:mjones@iowacourts.gov)  
Address: 1111 Tulip Lane  
Storm Lake, IA 50588  
US

**OK**

**Note!** An email confirmation will be sent to the registered email address when the registration has been approved.

## Logging into an eFile Account

1. Return to the **Log In** page and enter the **User Name** and **Password**.
2. Click **Log In**.



**IOWA JUDICIAL BRANCH** **ELECTRONIC FILING**  
*Administering Justice under the law equally to all persons.*  
Welcome Terms of use Payment policy Support powered by eFlex from Tybers

**Welcome eFiling**

**Mission Statement**  
The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all people.

Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service.

**Log In**  
Enter your User Name and Password.

User Name:   
Password:

**Log In** [Forgot Your Password?](#)

[Request Account](#)

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.